

DESIGNATION OF REPRESENTATIVE

I, _____, hereby designate
_____ to act as my Representative in the matters
pertaining to my pre-complaint of discrimination filed with the U.S. Fish and Wildlife
Service on _____..

I understand that the authority and responsibilities granted to the above-named person by
virtue of this designation may be terminated by me at any time. Should this occur, I will
notify, in writing, the Equal Employment Opportunity Officer of my action.

Check one:

☐ By designating _____ as my representative, I understand that all
official correspondence will be sent to my representative with copies to me unless I state
otherwise. Therefore, I am requesting that all correspondence be sent to
_____.

☐ By designating _____ as my attorney, I understand that all
documents and decisions will be sent to him/her, not to me, and that the time frames for
receipt of materials by me will be computed from the time of receipt by my attorney.

Although the person named above may act as my Representative in matters pertaining to
the discrimination complaint, I understand that in the event I withdraw my complaint of
discrimination, I must personally sign any such notice of withdrawal.

SIGNATURE OF AGGRIEVED

SIGNATURE OF REPRESENTATIVE

TELEPHONE NO.

ADDRESS

CITY STATE ZIP CODE

Designation of Representative Form: March 1998